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ABSTRACT

This presentation of a simplified procedure for indexing local newspapers at a small library includes a brief discussion of 23 guidelines and rules for subject heading selection and use, indexing, and filing; a group of sample cards in the prescribed filing order; and a bibliography on newspaper indexing. (SW)

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Newspaper Indexing Handbook For Small Libraries

By
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Lovejoy Library
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Edwardsville, Illinois
1978

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

TABLE OF CONTENTS

INTRODUCTION 1

COST 2

GUIDELINES AND SUBJECT HEADINGS. 3

GUIDELINES AND SUBJECT HEADING RULES 4

SAMPLE ENTRIES 8

BIBLIOGRAPHY 14

Newspaper Indexing Handbook for Small Libraries

In the history of newspapers, two newspaper indexes stand out as being the best known and perhaps the best of their kind. They are the London Times Index, 1791+ and the New York Times Index, 1851+. But these indexes and other large city newspaper indexes will not serve the needs of those not living or investigating people or events in the respective metropolitan areas. If more information is desired about these and other indexes, a bibliography of articles is found at the end of this handbook.

Although several handbooks and articles have been written about newspaper indexing, this handbook attempts to simplify the procedure of newspaper indexing for the small library. For additional information consult Einhour (1970), Irwin (1974), and/or Perica (1975).

Cost

Although newspaper indexing can be costly if done by computer or professional indexers, e.g., New York Times, it can be done in a relatively inexpensive way in the public library or school library. What is needed to index a local newspaper, which is often twenty-five or less pages per day, are the following: a person who is aware of local events and names and who has some knowledge or training in the use of subject headings or the subject card catalog, 3 by 5 index cards, a table on which to work, and an hour a day.

This work can be done by paid staff, students, and/or volunteers. If desired, the index can be typed; but if the indexer has clear handwriting or can print clearly and rapidly, typing is not needed.

The 3 by 5 cards can be used as the index by the users. If copies are needed on an annual basis, the cards can be copied rather inexpensively and placed on microfilm for use in the creating library and at other locations. The cards for the microfilmed year can then be discarded.

Guidelines and Subject Headings

Although rules for indexing (G), filing of the cards, and creation of the subject headings are often similar, a distinction will be made between filing (F), selection of articles to be indexed (G), and other decisions as opposed to subject heading selection and use (S).

Following the presentation of the guidelines and subject heading rules, a group of sample cards are presented in the prescribed filing order. The number in the upper right corner of each card refers to the appropriate guideline or subject heading rule.

Guidelines and Subject Heading Rules

(S)1. Use the name of an organization as is, unless the name of a geographic location is the first work, then invert the organization's name. Often the name of the organization indicates its purpose, the inversion thereby places this name at its most useful place for location.

(S)2. For state and city and other offices begin the entry with the geographic location followed by a dash and the name of the office, agency, or title. The geographic name can be followed by the broader location, e.g., Edwardsville, Illinois. However since most indexes will be used only in the area in which it is created, it may not be necessary to state the broader area.

(S)3. For individual sports at local schools use the name of the sport followed by a dash and the location of the school then a dash and ELEMENTARY AND SECONDARY. If it is a tournament, give location followed by a dash and TOURNAMENT.

(S)4. For names of businesses, schools, etc., follow the name by a comma and then the location. Since this is not a geographic subdivision of a subject heading, a dash is not used.

(S)5. If location is rural or applies to two states or countries use (GEOGRAPHIC LOCATION)/(GEOGRAPHIC LOCATION). If the indexer is in a large metropolitan area and the appropriate division is for the geographic area, use the areas name, e.g., St. Louis Metropolitan Area for both locations within the SMSA

(S)6. Use EDUCATION -- (name of district) for elementary and secondary schools and COLLEGES AND UNIVERSITIES for institutions of higher education. Also entries can be added for the name of the school or college.

(S)7. If the acronym is better known or used more often in the newspaper, use the acronym as the subject heading with a "see" card from the full name.

(S)8. For book reviews, enter title and author's name under the subject BOOK REVIEWS and author's name under the title used as an entry. If desired an entry can be made under either the author's or reviewer's name or both.

(S)9. For holidays, festivals, etc., use either or both the name of the event and/or HOLIDAYS AND SPECIAL OCCASIONS.

(S)10. City ordinances: use LAW AND LEGISLATION -- (GEOGRAPHIC LOCATION). If desired the legislative body can also be used as a subject heading subdivided by LAW AND LEGISLATION. ORDINANCE is useful for local legislation. The subject of the law can also be used as a subject heading.

(S)11. Names of individuals: use the full name inverted followed by any nicknames in quotations.

(S)12. International relations: use the subject INTERNATIONAL RELATIONS -- name of the country the U.S. is dealing with unilaterally or the name of the country if the U.S. is not included and the article deals with the relations of another country. If the article deals with bilateral relations use INTERNATIONAL RELATIONS -- U.S./(OTHER NATION). This subject is seldom used except with editorials in some newspapers.

(S)13. Editorials: use subject heading. Before the entry put (ed.). The editorial writer can also be used as a heading and the subject or the title

of the editorial can also be used.

(S)14. Weddings and engagements: put entry under both names. A "see" reference from the birde's maiden name to the husband's name can be made if desired.

(S)15. Anniversaries: surname, husband's name and wife's name (maiden). If the wife's name is unknown, follow the husband's name by (MR. AND MRS.).

(S)16. Obituaries: invert the name (maiden name in parenthes). Entry: Obit. date. page:column.

(G)17. In general, be specific. Use subject and name if possible.

(G)18. Do not index announcements of future meetings, church services, etc. If officers are elected or the organization has been involved in an activity, entries can be made under the appropriate subject and/or name(s) of the organization and/or officers.

(G)19. If only a few names are used in an article, use each as an entry. If more than three, index the article under the appropriate subject heading(s). When the number exceeds three, the size of the index increases rapidly and the subject is often more important than the individuals involved in the particular article.

(G)20. For titles such as Rev., Capt., etc.: invert the name, follow the first name or middle initial if available, by the title in parenthesis.

(F)21. Filing geographical locations:

United States
State
Region
County
City, town or village.

(F)22. Filing subject headings:

Chronological order within subject heading and alphabetically within date
Subject heading
Subject heading -- Subdivision
Subject heading -- Geographical area -- Subdivision
Subject heading followed by other words with no punctuation marks
Subject heading followed by a comma and other word(s).
(The last two rules for filing subject headings can be ignored at the discretion of the indexer, but the indexer must be consistent.)

(F)23. File acronyms in front of all subject headings beginning with the initial letter of the acronym.

SAMPLE ENTRIES

AGED AND AGE 21

Senior citizens have to help selves to services available. 3/19/78 5:1+

AGED AND AGE -- ILLINOIS 21

Illinois Department of Aging has P.O. Box 60 for questions and problems. 1/11/78 3:5+

AGED AND AGE -- EDWARDSVILLE

Edwardsville senior citizens attend film on street crime prevention. (photo) 4/7/77 3:4+

AHRENS, DORIS 14

Engaged to Gary Coalson. (photo) 2/23/77 5:1+

ALBRECHT SR., EMIL AND MARTHA (PRUEGNER) 15

Celebrate 50th anniversary. (photo) 1/15/78 5:1+

ALLIANCE TO SAVE ENERGY 1

(ed.) Energy conservation group has big job. 3/26/77 4:1+

ANTENEN, JAMES L. (CAPT.) 20

Air Force Captain assigned to Chanute Air Force Base. 3/14/78 3:6

ARMS CONTROL AND LIMITATIONS AND DISARMAMENT -- U.S./U.S.S.R.

(ed.) SALT failure shouldn't prevent more talks. 4/4/77 4:1+

ARTHUR, ALICE H. (SCHMITT) 16

Obit. 2/14/78 9:3

ASSELMEIER, AUGUST H. "GUS" 11

Live WWII Japan mortar shell found by relatives of the late Asselmeier. 3/23/77 1:1+

ASSEMBLY OF GOD CHURCH, EDWARDSVILLE 4

To present recreation of da Vinci's painting, "The Last Supper." (photo) 4/1/77 5:1+

BASEBALL -- METRO-EAST 3

Triad Jayvees defeat Cahokia. 3/30/78 10:5

BASEBALL -- EDWARDSVILLE -- ELEMENTARY AND SECONDARY 3

Tigers lose opener by 2-0 to Bethalto. (photo) 3/24/78 6:1+

BASKETBALL - ILLINOIS -- TOURNAMENTS 3

Collinsville reaches sectional finals. 3/10/78 6:1+

BOOK REVIEWS 8

80 Years of Best Sellers: 1895-1975 by Alice P. Hackett and James P. Burke. 3/18/77 8:4+

CARTER, BILLY 13

(ed.) President's brother to be missed in Plains, Georgia. 3/31/77 4:1+

CHAMBER OF COMMERCE, EDWARDSVILLE 1

Gary Coffey named president; other officers. 1/31/77 3:8

COALSON, GARY 14

Engaged to Doris Ahrens. (photo) 2/23/77 5:1+

COLLEGES AND UNIVERSITIES -- ILLINOIS -- TUITION 6

Higher tuition would provide $12.5 million. 1/5/77 12:1+

E.R.A. (EQUAL RIGHTS AMENDMENT) 7/23

(ed.) Passage by Indiana boost hopes. 1/28/77 4:1+

EAGLES 23 with prev. 7

(ed.) Bald eagles' future fragile. 3/31/77 4:1+

EASTER 9

Kathy Bouman discusses and shows several "pysankys" (Ukrainian Easter eggs). (photo) 4/2/77 3:1+

EDUCATION 22

Schools most important factor when moving. 1/8/77 5:4+

EDUCATION -- U.S. - STUDENTS 21/22

Students often do not use learned skills. 4/4/77 12:5+

EDUCATION -- ILLINOIS 21/23

(ed.) Governor is top education force. 1/31/77 5:1+

EDUCATION -- METRO-EAST -- NON-PUBLIC 21/22

Area Lutheran high school planning eyed. 1/25/77 3:8

EDUCATION -- MADISON COUNTY 21/22

School-community cooperation urged at conference of Mini-Mayors Council. 1/13/77 3:5+

EDUCATION -- EDWARDSVILLE 21/22

Board members discuss the current condition of Edwardsville School District. 2/23/77 1:1+

6

EDUCATION -- EDWARDSVILLE -- ELEMENTARY AND SECONDARY

Middle school (grades 5 and 6) under study since defeat of tax referendum and bond issue. 1/17/77 1:4+

EDUCATION, ADULT -- EDWARDSVILLE HIGH SCHOOL 22

Volleyball is most popular adult education evening class. (photo) 4/5/77 6:1+

EDWARDSVILLE -- HUMAN RELATIONS COMMISSION 2

Madison County Housing Authority to explain Edwardsville's prospects of receiving funds under a federal low income resident rent subsidy program. 3/9/77 5:2

EDWARDSVILLE -- PLAN COMMISSION 2

Gives conditional approval to two petitions for land use changes. 2/17/77 3:1+

80 YEARS OF BEST SELLERS: 1895-1975 8

by Alice B. Hackett and James H. Burke. review 3/18/77 8:4+

HOLIDAYS AND SPECIAL OCCASIONS 9

Valentine's Day gifts. 2/8/77 5:1

INTERNATIONAL RELATIONS -- FRANCE 12

(ed.) U.S. should not engage in covert actions in French elections. 3/16/77 4:1+

INTERNATIONAL RELATIONS ---U.S./U.S.S.R. 12

(ed.) SALT failure shouldn't prevent more talks. 4/4/77 4:1+

LAW AND LEGISLATION -- GLEN CARBON 10

Ordinance regulating water system and rates. 3/29/77 11:3+

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